



## PKD FOUNDATION GRANTEE REPORT REQUIREMENTS

For all active grants, the PKD Foundation requires an annual Progress Report to be submitted along with a Financial Report. As part of these reports, a brief (one or two paragraph) summary written for the lay public must be included. Although Research Grant and Fellowship Awards are for a two-year period, the PKD Foundation reserves the right to terminate any grant if there has been inadequate research progress during the first year of the award.

Progress Reports should clearly show:

- Project objectives
- Interim/final results
- Publications and/or abstracts resulting from research and/or citing support from the PKD Foundation
- Invention disclosures or patent applications resulting from research and/or citing support from the PKD Foundation
- Funding received since application
- Summary of project and results for lay public
- Please include a message of appreciation to PKD Foundation donors regarding their financial support of your work (optional)

The Financial Report should itemize expenditures for the specified reporting period, and should be based on the project's approved budget. The Financial Report is a valuable guide for the grantee and the Foundation to determine if the project is progressing according to plan or if adjustments need to be made.

[Download the Financial Report Template](#)

Interim and final progress reports and financial reports are due within thirty (30) days of the expiration of the grant period. Any unexpended funds must be returned to the PKD Foundation within ninety (90) days from the termination of the grant.

### **ATTRIBUTION**

A stipulation to all awards is appropriate attribution of the PKD Foundation in any publication, news release, presentation, etc. that results from work funded by the award. The PKD Foundation must also receive a copy of the publication and/or news release. This responsibility extends beyond the interval of provided funding.

Grantees are asked to please use language similar to the following: *This research was funded by a grant from the Polycystic Kidney Disease Foundation, pkdcure.org. The Foundation had no role in study design, data collection and interpretation, or the decision to submit the work for publication.*

**INTELLECTUAL PROPERTY POLICY**

All research projects funded by the PKD Foundation are subject to its intellectual property policy. Details can be found [here](#). By accepting a PKD Foundation award for a research project, the Principal Investigator or other personnel contributing to and working on the project, as well as the Institution(s) with which they are affiliated, agree to be bound by the terms and conditions of this policy.

**LIABILITY POLICY & REPORTING RESPONSIBILITIES**

The PKD Foundation serves as a grantor not a sponsor for research grant projects. For those involving human subjects, the responsibility for liability issues and all reporting requirements including local, state and federal regulations and requirements including those of the FDA, will reside with the sponsoring institution, not the PKD Foundation.